

Nancy Keeling
Authorized Signature

Number: CW-IM-04-004
Issue Date: 05/21/04

Topic: Foster Care

Subject: Citizen Review Board - Caseworker Contact rules

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message: This Information Memo is to inform Casework staff to expect the CRB's to begin asking specific questions, during reviews, around the department policy of [Caseworker contact with Children, Parents, and Caregivers](#). The CRB is instituting a consistent set of questions across the state during the months of June, July, and August in an effort to assist the department in monitoring the compliance with administrative rules and working toward federal compliance with the Program Improvement Plan. In May, CRB gathered data to set a baseline. In June, July and August, CRB members will ask specific questions. In September, they will gather information to compare.

The questions that caseworkers may be expected to discuss will be familiar to many staff as they have been taken directly from the CFSR audit tools.

Citizen Review Board Questions to anticipate:

CHILD

1. If the child is in family foster care, was there face-to-face contact every 30 days with the child?

If the child was in residential care, was there face-to-face contact with the child every 60 days?

If the child is in permanent foster care, was there face-to-face contact with the child in the caregivers home a minimum of once every 90 days?

2. Is the frequency of these visits consistent with meeting the needs of the child? If no, explain.

3. What was the focus of the visits?

PARENT

1. If the goal is reunification, was there contact with the parent every 30 days?

If the goal was not reunification, was the appropriate type and level of contact documented in case?

Was contact in accordance with the goal?

2. Is the frequency of these visits consistent with meeting the needs of the child?

3. What was the focus of the visit?

CAREGIVER

1. Was there contact with the caregiver every 30 days?

Was this face-to-face in the caregivers' home or facility a minimum of once every 60 days?

If the goal was permanent foster care, was there face-to-face contact with the caregiver in the caregivers' home a minimum of once every 90 days.

2. Is the frequency of these visits consistent with meeting the needs of the child?

3. What was the focus of the visit?

ICPC

If this is an ICPC case, was the request for contact documented along with the type and level of contact being provided by the other state?

DOCUMENTATION

Were all of the visits documented in FACIS?

OTHER

1. If the answer to any of these was no, was there an exception noted in the case file?

2. What was the stated barrier?

If you have any questions about this information, contact:

Contact(s):	Kevin George		
Phone:	503-945-5987	Fax:	503-945-6969
E-mail:	Kevin.george@state.or.us		